



Application for Façade Grant

Applicant Name: _____

Address: _____ City: _____

State: ____ Zip: _____

Telephone: _____ Cell Phone: _____

Email: _____

Agent Name: _____

Address: _____ City: _____

State: ____ Zip: _____

Telephone: _____ Cell Phone: _____

Email: _____

Property Address (Es): _____

Current Zoning: _____

Current/Most Recent Property Use: _____

Proposed changes: (use additional sheet if necessary)

Numerous areas of the City have design guidelines which are specific to projects and must be adhered to. The design guidelines can be found at the following link under the design review district heading on the page: <https://www.buildupracine.org/business-tools/planning/>

For properties not within a specific design area, adherence to Commercial façade design guidelines is required.





Process to Apply

1. Read and understand program rules and procedures outlined in this application, then turn in completed application.
2. Staff review for completeness and eligibility.
3. Review by Community Development Authority (CDA) or the Planning, Heritage and Design Commission PHDC) (PHDC is for properties in downtown design review area).
4. Proposed project and scope of work approved/denied by CDA or PHDC.
5. Agreement to follow program guidelines entered into, along with completion of W-9 form.
6. Completion of authorized work (requires obtaining permits as determined by the Building and Inspection Division of City Development Department).
7. Inspection by City Planning and Building Division staff.
8. Reimbursement of 50% of total eligible project costs up to \$10,000 per street frontage (can take up to 3 weeks to process check after complete information submitted).

Properties and Project Costs Not Eligible for Grant Funding

1. Buildings less than 50 years old.
2. Property taxes or other City fees are delinquent.
3. Projects with open code violations (unless grant will remedy violations).
4. Properties in litigation, condemnation, or receivership.
5. Properties used exclusively as residential.
6. Any work started or in progress before application is approved and façade grant agreement is executed.
7. Building permits, government approvals and taxes are ineligible expenses.
8. Labor performed by the applicant, or a company/subsidiary of the applicant is not eligible for reimbursement.

Properties and Project Costs Eligible for Grant Funding

1. Exterior improvements and those interior improvements visible within 10 feet of a storefront window.
2. Improvements located on a building side facing a public street.
3. Signage, fencing, landscaping and site improvements adjacent to the public street if not more than 50% of the total project cost.
4. Work to correct exterior building code violations.
5. Restoration or recreation of historical elements or features of façade.
6. Property is zoned or used as industrial, commercial or mixed use and within the project eligibility area (next page).





If the required supplemental materials, which constitute a completed application, are not submitted, the application will not be processed.

Required Submittal Format

1. An electronic submission via email/USB drive/CD/Download link; and
2. One (1) paper copy, no larger than 11” x 17” size.

Required Submittal Item	Applicant Submitted	City Received
1. Completed Façade Grant Application		
2. Explanation of how proposed project is consistent with applicable design guidelines from: https://www.buildupracine.org/business-tools/planning/		
3. Minimum of two (2) bids from licensed and bonded contactors <ol style="list-style-type: none"> a. Detailed cost information by element (cost of windows, cost of door, cost of wall repair, etc. listed separately); and b. Proposed schedule to begin and complete work. 		
4. Written description of proposed use of the property, including: <ol style="list-style-type: none"> a. Hours of operation b. Anticipated delivery schedule c. Maintenance plan d. General use of the building and lot 		
5. Proposed improvements plan (drawn to scale), including: <ol style="list-style-type: none"> a. Building elevations; and b. Identification as to whether all elements are “Existing” or “Proposed”; and c. Include any signage; and d. Any proposed elements require product samples as indicated in #5 below. 		
6. Product samples or catalog/product cut sheets and/or images <ol style="list-style-type: none"> a. Physical material sample of product; or b. Product cut sheet; or c. Photo of exact product to be installed. d. Any change in exterior coloring requires submission of color card samples for the exact specification and manufacturer to be utilized AND a diagram indicating where on the building each color will be used. 		
7. Photos of the project area as follows: <ol style="list-style-type: none"> a. Overall wall photo showing entire building wall(s) b. Close up photos of the existing elements which are to be replaced or repaired (windows, doors, cornice, trim panels etc.) 		





Acknowledgement and authorization signatures

A façade grant is not like a permit; applying does not mean it will be approved.

The façade grant is a reimbursement program (50% of eligible project costs up to \$10,000), all project costs must be paid in advance and the grant money will be awarded after successful final inspection from the City Building and Inspection Division and Planning Division. Work which is not completed as approved (assuming the application is successful) is grounds for non-payment of funds or reduced payment of grant funds.

If awarded, the applicant will be required to submit a W-9 form to receive funds and also complete an agreement before any work eligible for reimbursement is completed.

The signature(s) hereby certify that the statements made by myself and constituting part of this application are true and correct. I am fully aware that any misrepresentation of any information on this application may be grounds for denial or processing of this application. By signing the application, I have read and understand the rules and procedures of the façade grant program and authorize a City Development employee to take any photos from my property to better understand the proposal if needed.

Property Owner Signature (acknowledgement and authorization): _____ Date: _____

Applicant Signature (acknowledgement): _____ Date: _____

